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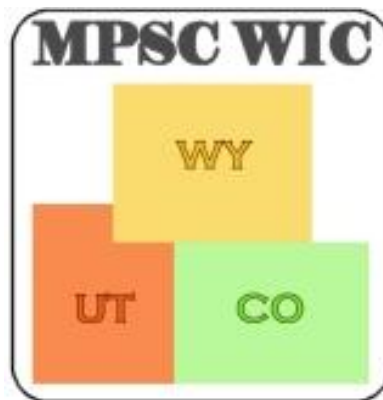
**Mountain Plains States Consortium  
WIC System Project**

**DDI DELIVERABLE #07**

**VM 6 VENDOR MANAGEMENT VENDOR  
ASSOCIATIONS SCREENS DFDD**

**(DETAILED FUNCTIONAL DESIGN DOCUMENT)**

***Presented to:***



Revision Date: December 21, 2007

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CO Contract #WIC0601052  
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## Document Revisions

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# 1 Vendor Associations

The Vendor Associations branch node of the Vendor Management navigation tree allows users to record vendor associations with owners, chains, and wholesalers.

## 1.1 Owners

The Owners screens allow users to create and maintain owners. They include three screens: Owner/ACH Information, Address/Contacts and Chain/Vendor Lists.

### 1.1.1 Owner/ACH Information

The Owner/ACH Information screen is used to maintain basic information about the owner/ACH of a WIC vendor, such as the ownership type, owner/ACH name, and ACH Data.

> *Vendor Associations* > *Owners* > *Owner/ACH Information*

<Vendor Header (See VM overview)>

☒ Show All   **Owners/ACH**   Smith Incorporated   < 1 of 99 >   New   Edit   Deactivate ☐

Name	Smith Incorporated		
Vendor Owner Alias Name	G. Smith Store		
Ownership Type	Independent		
Business Phone Number	(717) 691-5500	Ext	125
Business Fax Number	(717) 691-5510		
Email Address	gsmith@store.com		
Tax ID	5478002353		

Automated Clearing House

Bank Name	Bank Of America
Routing Number	003987501
Account Number	145679846568

Control	Description			
Show All	Check to expand the owner selection to all owners (active and inactive) in the state.			
	Type	Check Box		
	Display Only	No	Calculated	No
Owners/ACH	This is the record selector for the owner/ACH records. The list is determined by all active owners/ACH that are associated with any local agency that the current user has access to. The drop-down and spin control allow selection of other owner/ACH records.			
	Type	Record Selector		
	Contents	Owner Names		
	Code ID	Owner table lookup		
New	Clicking the New command button creates a new owner/ACH record.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button enables all fields within the owner/ACH screen for update.			
	Type	Command Button		
	Hot Key	Alt + T		
Deactivate	A checkbox used to indicate that the owner is deactivated.			
	Type	Checkbox		
	DB Column	VendorOwner.Status		
Name	The name of the organization or person that owns a vendor.			
	Type	Text Box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.Name		

Control	Description			
Vendor Owner Alias Name	An alias for the Vendor Owner Name. It cannot be equal to the Name.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.Alias		
Ownership Type	This describes the type of ownership between an owner/ACH and a vendor (For example - Independent, Franchise/Private).			
	Type	List Box		
	Required	Yes		
	DB Column	VendorOwner.OwnershipTypeCd		
	Code ID	Vendor Ownership		
Business Phone Number	The owner's/ACH 10-digit business telephone number, including area code.			
	Type	Text Box		
	Required	Yes		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.BusinessAreaCode VendorOwner.BusPhoneNr		
Ext	The owner/ACH contact's telephone extension.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.BusPhoneExt		

Control	Description			
Business Fax Number	The owner's/ACH 10-digit business fax number, including area code.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.BusFaxAreaCd VendorOwner.BusFaxNr		
Email Address	The owner/ACH contact's email address. The address must contain [ @ ] and [ . ].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <a href="#">xxxx@xxx.xxx</a> , "@" and "." must be present.		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.EmailAddress		
Tax ID	Contains the Federal Tax ID of the owner/ACH.			
	Type	Text Box		
	Required	No		
	Length	15		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.TaxID		

Control	Description			
Automated Clearing House	Group box that contains the Owner's Automated Clearing House information.			
Bank Name	The name of the owner’s/ACH bank used when processing automated clearing house transactions.			
	Type	Text Box		
	Required	Yes, if a corresponding Vendor uses the ACH Data.		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.ACHBankName		
Routing Number	The routing number of the owner’s/ACH bank used when processing automated clearing house transactions.			
	Type	Text Box		
	Required	Yes, if a corresponding Vendor uses the ACH Data.		
	Length	9		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.ACHRoutingNumber		
Account Number	The bank account number of the owner’s/ACH bank used when processing automated clearing house transactions			
	Type	Text Box		
	Required	Yes, if a corresponding Vendor uses the ACH Data.		
	Length	17		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorOwner.ACHAccountNumber		



Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the owner record are displayed.		
	<b>Type</b>	Text Box	
	<b>Required</b>	No	
	<b>Length</b>	NA	
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'	
	<b>Display Only</b>	Yes	<b>Calculated</b> No
	<b>DB Column</b>	VendorOwner.ModifyStfpID + VendorOwner.ModifyDt	

Business Rules
<ol style="list-style-type: none"> <li>1. An owner cannot be deactivated if there is a corresponding vendor attached to it. Display error.</li> <li>2. An owner cannot be deactivated if there is a corresponding chain attached to it.</li> <li>3. An owner cannot be deactivated if there is a vendor record that uses the owner's address. Display error.</li> <li>4. The Name cannot equal the Vendor Owner Alias Name. Display error.</li> <li>5. If the Vendor Owner Alias Name exists for another Owner Name, display warning.</li> <li>6. If the Vendor Owner Alias Name exists for another Vendor Owner Alias Name, display warning.</li> <li>7. The Automated Clearing House Data cannot be deleted and saved if a corresponding vendor uses the data. Display error.</li> </ol>

Developer Notes
<ol style="list-style-type: none"> <li>1. If the VendorOwner.Status = 0, display a check in the Deactivate checkbox.</li> </ol>

### 1.1.2 Address/Contacts

The Address/Contacts screen is used to create or maintain owner address and contact information.

> Vendor Associations > Owners > Address/Contacts

<Vendor Header (See VM overview)>

**Owners** John's Wholesalers ▼

Address Type Physical ▼

Address Line 1 14 Maple Street

Address Line 2

Location 2<sup>nd</sup> Floor of Bank

Suite 105 P. O. Box

City Boulder

State Colorado ▼

Zip Code 80304 (+4) 1234

County Boulder County ▼

Address Types on File

☒ Physical ▲  
☐ Mailing ▼

Add Row  
Remove Row

Contact Information								
	First Name	Last Name	Contact Type	Contact Title	Phone Number	Fax Number	Email Address	Address Type
>	Thomas	Smith	Primary ▼		(717) 691-8548	(717) 691-8234	tsmith@store.com	Physical ▼
	John	Jones	Primary		(717) 283-2893	(717) 691-8234	jjones@store.com	Mailing

Control	Description			
Owners	A list box containing all Owners.			
	Type	List Box		
	Required	Yes		
	DB Column	Owner Name		
	Code ID	Owner table lookup		
Address Type	Address Type is used to select the type of address for the selected owner/ACH that the user wants to view, edit or add. Types include Physical and Mailing.			
	Type	List Box		
	Required	Yes		
	DB Column	OwnerAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Types on File	Address Types on File is used to indicate the types of addresses on file for the displayed owner/ACH. The address type displayed is determined by the Address Types on File that is selected. The Physical Address Type is the default address that is displayed. Types include Physical and Mailing.			
	Type	List Box		
	Required	No		
	DB Column	OwnerAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Line 1	The first line of the owner/ACH address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.StreetAddrLine1		

Control	Description			
Address Line 2	The second, optional line of an owner/ACH address. It cannot contain data if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.StreetAddrLine2		
Location	Location is where additional information regarding the location of the owner, such as cross streets, can be stored.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	None		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.Location		
Suite	The suite number of an owner/ACH address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.Suite		
P.O. Box	The Post Office Box number of an owner/ACH address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address. This field is disabled if the Address Type = "Physical."			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.POBox		

Control	Description			
City	The City component of the owner/ACH address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.City		
State	The State field identifies the state of the owner/ACH address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	OwnerAddress.State		
	Code ID	State table lookup		
Zip Code	The 5-digit ZIP Code of the owner/ACH address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.ZipCode		

Control	Description			
( +4)	The optional, 4-digit ZIP Code extension of an owner/ACH address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	OwnerAddress.ZipPlus4		
County	The county where the owner/ACH is located. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	OwnerAddress.CountyNm		
	Code ID	County table lookup		
Contact Information-Add Row	Clicking the Add Row button creates a new row in the contacts data grid allowing the user to a complete the information about the owner/ACH contact.			
	Type	Command Button		
	Hot Key	Alt + A		
Contact Information-Remove Row	Clicking the Remove Row command button removes the selected row from the data grid and marks the currently selected row (arrow pointer) as deleted in the database.			
	Type	Command Button		
	Hot Key	Alt + R		

Control	Description			
Contact Information	Data grid that contains the contact information for the selected owner/ACH.			
	Type	Data Grid		
	Display Only	No	Calculated	No
	DB Column	NA		
First Name	The first name of the contact for the selected owner/ACH.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.FirstName		
Last Name	The last name of the contact for the selected owner/ACH.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.LastName		
Contact Type	Contact Type is used to select the type of contact being entered for the owner/ACH. Types include: Primary, and others as designated.			
	Type	List Box		
	Required	Yes		
	DB Column	OwnerContact.ContactTypeCd		
	Code ID	Contact Type This code element is editable but these installed values are non-editable: Primary		

Control	Description			
Contact Title	The title given to the contact person for the selected owner/ACH and contact type.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.ContactTitle		
Phone Number	The owner's/ACH 10-digit business phone number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.BusPhoneAreaCd + OwnerContact.BusPhoneNr		
Fax Number	The owner's/ACH 10-digit fax number, including area code. The first field is the area code. If the Default Area Code system parameter contains a value, that value is placed into the area code field by default. The second field is the fax number. Values cannot be keyed into the fax number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.BusFaxAreaCd + OwnerContact.BusFaxNr		



Control	Description			
Email Address	The email address of the contact for the selected owner/ACH and contact type.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <a href="#">xxxx@xxx.xxx</a> , "@" and "." must be present		
	Display Only	No	Calculated	No
	DB Column	OwnerContact.EmailAddress		
Address Type	Address Type is used to select the type of address being entered of the contact for the selected owner/ACH and contact type. Types include Physical and Mailing.			
	Type	List Box		
	Required	No		
	DB Column	OwnerContact.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		

**Business Rules**

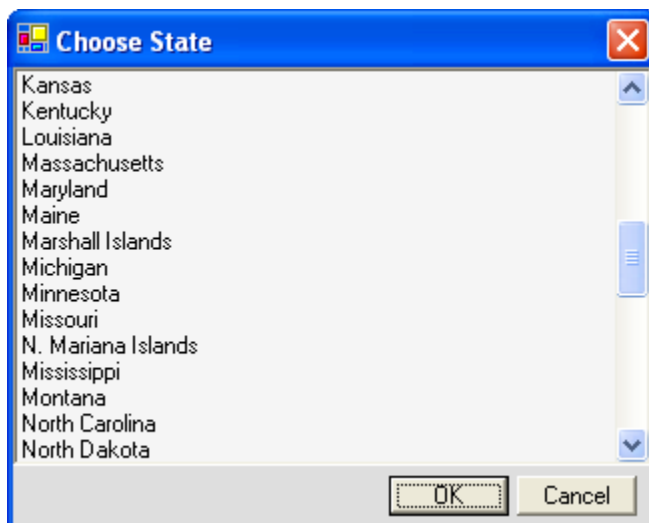
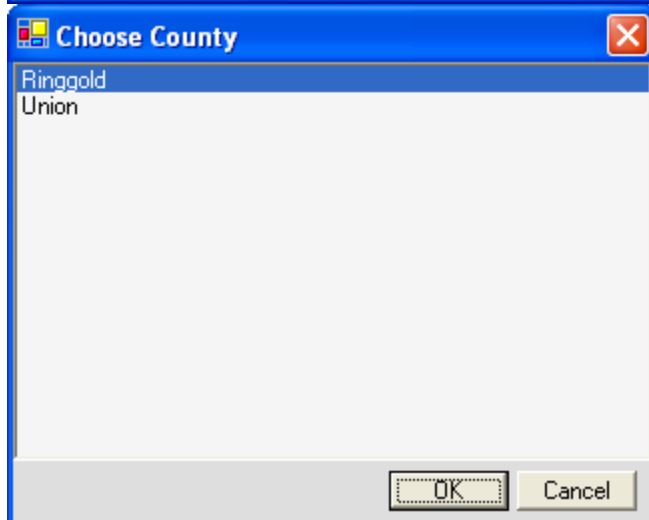
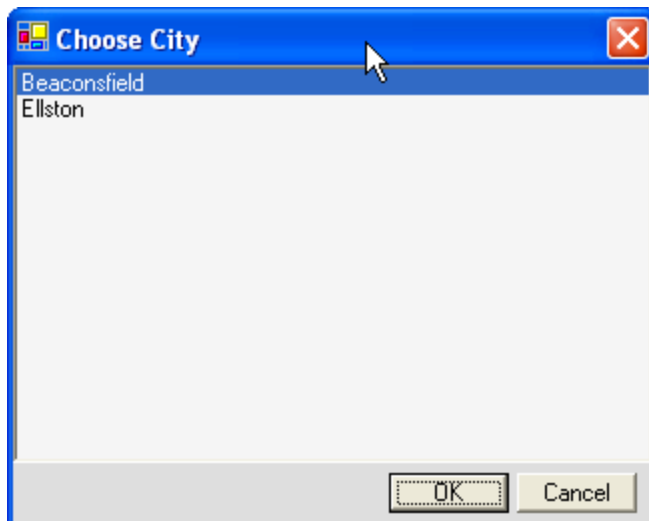
1. Tab order for address goes from Address Line 1 to the zip code field. This tab order allows the user to use the automatic zip code database that is incorporated in the data system.
2. Either Street Address Line 1 or P.O. Box must be present for a valid address.
3. Must show pop-up window when the zip code entered contains more than one city or county. Refer to the Choose City/County/State Pop-Up Windows section.
4. Always default to the physical address, if one exists. If no physical address exists, default to the mailing address.
5. If an active vendor is assigned a new owner, display warning message that the vendor should be terminated and a new application entered for the vendor with information regarding the new owner.
6. For all owner/ACH correspondence that includes a contact name, if the contact has an Address Type selected, that address type is used on the letter. If the address type is blank, use the mailing address of the owner/ACH. If the mailing address does not exist for the owner/ACH, use the physical address.
7. If an address type is selected that does not have a corresponding address in the address area, display error. For example, if Mailing is selected, but no Mailing address is present, display error.
8. If the address type for a selected address changes and there is a corresponding contact for the address type in the contacts grid, display error. For example, if an address type is changed from being a Mailing address to a Physical address, and there is a contact for the Mailing address in the contacts grid, display error.
9. If a vendor uses the owner's address as its own, and the owner's address changes, the vendor's address is updated.
10. If the address type for a selected address changes and there is a corresponding vendor that uses the owner's address as its own, the address type cannot be changed. Display error. For example, if an address type is changed from being a Mailing address to a Physical address, and there is a vendor that uses the owner's Mailing address as its own, display error.
11. Street Address Line 2 cannot contain data if Street Address Line 1 is blank. Display error.

**Developer Notes**

1. Each address type entered is placed into the address collection for the owner/ACH. When the Address Type Codes list is displayed, place a check in each address type where appropriate.
2. There are no historical records for the addresses. When an edit is done on an existing address the data is replaced within the database records.

**1.1.2.1 Choose City/County/State Pop-Up Windows**

The Choose City/County/State Pop-up windows allow the user to select which city/county/State the owner/ACH should be associated with. Within the ZIP+4 data base, some zip codes cover multiple cities or counties. If an unknown zip code is entered, the user is prompted to choose a state.



### 1.1.3 Chains/Vendor Lists

The chain list grid contains a list of all chains that have an association with the selected owner. The data grid is read-only and shows the Chain ID, Chain name, street address, city, chain status and the number of active vendors associated with the chain.

The non-chain vendors grid contains a list of all vendors that have an association with the selected owner that are not part of a chain. The data grid is read-only and shows the Vendor ID, Vendor Name, street address, city, local agency, and vendor status.

> *Vendor Associations* > *Owners* > *Chain/Vendor Lists*

<Vendor Header (See VM overview)>

Owners

Chain List					
Chain ID	Chain Name	Address	City	Status	Number of Vendors
<a href="#">17</a>	John's Markets	42 Main Street	Eagle	Active	5
<a href="#">25</a>	Giants	101 West Avenue	Eagle	Active	3
<a href="#">56</a>	Weiss	2359 Colorado Drive	Avon	Active	2

Non-Chain Vendors					
Vendor ID	Vendor Name	Address	City	Local Agency ID	Status
<a href="#">01-228</a>	Smith's Groceries	42 Main Street	Eagle	19	Active
<a href="#">06-809</a>	Smith's Grocery and Pharmacy	101 West Avenue	Eagle	19	Active
<a href="#">08-001</a>	Smith's Market	2359 Colorado Drive	Avon	19	Active

Control	Description			
Owners	A list box containing all Owners.			
	Type	List Box		
	Required	Yes		
	DB Column	Owner Name		
	Code ID	Owner table lookup		
Chain List	Data grid that displays all chains associated with the owner/ACH.			
	Type	Read-Only Data Grid		
	Display Only	Yes	Calculated	No
	DB Column	NA		

Control	Description			
Chain ID	The chain's unique identifier. By clicking on the hyperlink the Chain is displayed within vendor management.			
	Format	Link	Calculated	No
	DB Column	VendorChain.FFChainID		
Chain Name	The name of the Chain.			
	Format	Text	Calculated	No
	DB Column	VendorChain.Name		
Address	The street address where the chain is located.			
	Format	Text	Calculated	No
	DB Column	ChainAddress.StreetAddrLine1		
City	The city where the chain is located.			
	Format	Text	Calculated	No
	DB Column	ChainAddress.City		
Status	The chain's current status.			
	Format	Text	Calculated	No
	DB Column	VendorChain.Status		
Number of Vendors	The number of active vendors belonging to the Chain.			
	Format	Text	Calculated	No
	DB Column	Not Stored (See Developer Notes)		
Non-Chain Vendors	Data grid that displays all vendors associated with the owner/ACH that are not part of a chain.			
	Type	Read-Only Data Grid		
	Display Only	Yes	Calculated	No
Vendor ID	The vendor's unique identifier. By clicking on the hyperlink the vendor is displayed within vendor management.			
	Format	Link	Calculated	No
	DB Column	Vendor.FFVendorID		
Vendor Name	The vendor's name.			
	Format	Text	Calculated	No
	DB Column	Vendor.StoreName		
Address	The street address where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	VendorAddress.StreetAddrLine1		

Control	Description			
City	The city where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	VendorAddress.City		
Local Agency ID	The local agency that services the county that the vendor is located in.			
	Format	Text	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Status	The vendor’s current status.			
	Format	Text	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		

#### Business Rules

1. The chain list data grid is populated with all chains that are linked to the designated owner/ACH.
2. The non-chain vendors data grid is populated with all vendors that are linked to the designated owner/ACH and not to a chain.
3. Address data displayed is the physical address data.

#### Developer Notes

1. The Number of Vendors field in the chain list data grid is the number of active vendors associated with the chain.
2. To display the Local Agency ID, look at the Local Agency ID that is stored in the Vendor.LA\_ID, and then find the corresponding Local Agency ID on the LocalAgency table.

## 1.2 Chains

The Chains screens allow users to create, maintain and deactivate vendor chains. They include three screens: Chain Information, Address/Contacts and Vendor List.

### 1.2.1 Chain Information

The Chain Information screen is used to maintain basic information about the chain of a WIC vendor, such as the type, chain name and ACH Data.

> Vendor Associations > Chains > Chain Information

<Vendor Header (See VM overview)>

☒ Show All   **Chains**   18 – George Smith's   < 1 of 99 > + New Edit

Deactivate ☐

Name	George Smith's		
Chain ID:	18		
Chain Type	Independent		
Business Phone Number	(717) 691-5500	Ext	125
Business Fax Number	(717) 691-5510		
Email Address	gsmith@store.com		
Tax ID	5478002353		
Owner	Smith Incorporated	<input checked="" type="checkbox"/> Show All	

Automated Clearing House

Bank Name	Bank Of America
Routing Number	003987501
Account Number	145679846568

Control	Description			
Show All	Check to expand the chain selection to all chains (active and inactive) in the state.			
	Type	Check Box		
	Display Only	No	Calculated	No
Chains	This is the record selector for the chain records. The list is determined by all active chains that are associated with any local agency that the current user has access to. The drop-down and spin control allow selection of other chain records.			
	Type	Record Selector		
	Contents	Chain Names		
	Code ID	Chain table lookup		
New	Clicking the New command button creates a new chain record.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button enables all fields within the chain screen for update.			
	Type	Command Button		
	Hot Key	Alt + T		
Deactivate	A checkbox used to indicate that the chain is deactivated.			
	Type	Checkbox		
	DB Column	VendorChain.Status		
Name	The name of the chain of the vendor. It must be unique.			
	Type	Text Box		
	Required	Yes		
	Length	50		
	Validation	Mask of 99 + "-" + Chain Name		
	Display Only	No	Calculated	No
	DB Column	VendorChain.FFChainID, VendorChain.Name		



Control	Description			
Chain ID	Contains the Chain ID number of the chain.			
	Type	Text Box		
	Required	No		
	Length	2		
	Validation	Numeric		
	Display Only	Yes	Calculated	No
	DB Column	VendorChain.FFChainID		
Chain Type	This describes the type between a chain and a vendor.			
	Type	List Box		
	Required	Yes		
	DB Column	VendorChain.ChainTypeCd		
	Code ID	Chain Type		
Business Phone Number	The chain's 10-digit business telephone number, including area code.			
	Type	Text Box		
	Required	Yes		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	VendorChain.BusinessAreaCode + VendorChain.BusPhoneNr		
Ext	The chain contact's telephone extension.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorChain.BusPhoneExt		

Control	Description			
Business Fax Number	The chain's 10-digit business fax number, including area code.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	VendorChain.BusFaxAreaCd + VendorChain.BusFaxNr		
Email Address	The chain contact's email address. The address must contain [ @ ] and [ . ].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <a href="#">xxxx@xxx.xxx</a> . " @ " and " . " must be present		
	Display Only	No	Calculated	No
	DB Column	VendorChain.EmailAddress		
Tax ID	Contains the Federal Tax ID of the chain.			
	Type	Text Box		
	Required	No		
	Length	15		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorChain.TaxID		
Owner	List box containing the owner that can be selected and associated with the chain. List is determined by all active owners that are associated with any local agency that the current user has access to.			
	Type	List Box		
	Required	No		
	DB Column	VendorChain.Owner_ID		
	Code ID	VendorOwner table lookup		

Control	Description			
Owner - Show All	Check to expand the Owner List Box selection to all active owners in the state.			
	Type	Check Box		
	Display Only	No	Calculated	No
	DB Column	NA		
Automated Clearing House	Group box that contains the Chain's Automated Clearing House information.			
Bank Name	The name of the chain's bank used when processing automated clearing house transactions.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorChain.ACHBankName		
Routing Number	The routing number of the chain's bank used when processing automated clearing house transactions.			
	Type	Text Box		
	Required	No		
	Length	9		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorChain.ACHRoutingNumber		
Account Number	The bank account number of the chain's bank. It is used when processing automated clearing house transactions.			
	Type	Text Box		
	Required	No		
	Length	17		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorChain.ACHAccountNumber		

Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the chain information record are displayed.		
	<b>Type</b>	Text Box	
	<b>Required</b>	No	
	<b>Length</b>	NA	
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'	
	<b>Display Only</b>	Yes	<b>Calculated</b> No
	<b>DB Column</b>	VendorChain.ModifyStfpID + VendorChain.ModifyDt	

Business Rules
<ol style="list-style-type: none"> <li>1. The chain name must be unique. Display error if duplicate name entered.</li> <li>2. The Automated Clearing House Data cannot be deleted and saved if a corresponding vendor uses the data. Display error.</li> <li>3. A chain cannot be deactivated if there is a vendor record that uses the chain's address. Display error.</li> <li>4. A chain cannot be deactivated if attached to a corresponding vendor.</li> </ol>

Developer Notes
<ol style="list-style-type: none"> <li>1. If the VendorChain.Status = 0, display a check in the Deactivate checkbox.</li> </ol>

### 1.2.2 Address/Contacts

The Address/Contacts screen is used to create or maintain the chain address and contact information.

&gt; Vendor Associations &gt; Chains &gt; Address/Contacts

&lt;Vendor Header (See VM overview)&gt;

Chains 18 – George Smith's

Address Type Physical

Address Line 1 14 Maple Street

Address Line 2

Location 2<sup>nd</sup> Floor of Bank

Suite 105 P. O. Box

City Boulder

State Colorado

Zip Code 80304 (+4) 1234

County Boulder County

Add Row

Remove Row

Address Types on File

- ☒ Physical
- ☐ Mailing

Contact Information								
	First Name	Last Name	Contact Type	Contact Title	Phone Number	Fax Number	Email Address	Address Type
>	Thomas	Smith	Primary		(717) 691-8548	(717) 691-8234	tsmith@store.com	Physical
	John	Jones	Primary		(717) 283-2893	(717) 691-8234	Jjones@store.com	Mailing

Control	Description			
Chains	A list box containing all Chains.			
	Type	List Box		
	Required	Yes		
	DB Column	Chain Name		
	Code ID	Chain table lookup		
Address Type	Address Type is used to select the type of address for the selected chain that the user wants to view, edit or add. Types include Physical and Mailing.			
	Type	List Box		
	Required	Yes		
	DB Column	ChainAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Types on File	Address Types on File is used to indicate the types of addresses on file for the displayed chain. The address type displayed is determined by the Address Types on File that is selected. The Physical Address Type is the default address that is displayed. Types include Physical and Mailing.			
	Type	List Box		
	Required	Yes		
	DB Column	ChainAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Line 1	The first line of the chain address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.StreetAddrLine1		

Control	Description			
Address Line 2	The second, optional line of a chain address. It cannot contain data if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.StreetAddrLine2		
Location	Location is where additional information regarding the location of the Chain, such as cross streets, can be stored.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	None		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.Location		
Suite	The suite number of a chain address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.Suite		
P.O. Box	The Post Office Box number of a chain address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address. This field is disabled if the Address Type = "Physical."			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.POBox		

Control	Description			
City	The City component of the chain address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.City		
State	The State field identifies the state of the chain address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	ChainAddress.State		
	Code ID	State table lookup		
Zip Code	The 5-digit ZIP Code of the chain address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.ZipCode		



Control	Description			
( +4)	The optional, 4-digit ZIP Code extension of a chain address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	ChainAddress.ZipPlus4		
County	The county where the chain is located. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	ChainAddress.CountyNm		
	Code ID	County table lookup		
Contact Information-Add Row	Clicking the Add Row button creates a new row in the contacts data grid allowing the user to a complete the information about the chain contact.			
	Type	Command Button		
	Hot Key	Alt + A		
Contact Information-Remove Row	Clicking the Remove Row command button removes the selected row from the data grid and marks the currently selected row (arrow pointer) as deleted in the database.			
	Type	Command Button		
	Hot Key	Alt + R		

Control	Description			
Contact Information	Data grid that contains the contact information for the selected chain.			
	Type	Data Grid		
	Display Only	No	Calculated	No
	DB Column	NA		
First Name	The first name of the contact for the selected chain.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainContact.FirstName		
Last Name	The last name of the contact for the selected chain.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainContact.LastName		
Contact Type	Contact Type is used to select the type of contact being entered for the chain. Types include: Primary, and others as designated.			
	Type	List Box		
	Required	Yes		
	DB Column	ChainContact.ContactTypeCd		
	Code ID	Contact Type This code element is editable but these installed values are non-editable: Primary		

Control	Description			
Contact Title	The title given to the contact person for the selected chain and contact type.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	ChainContact.ContactTitle		
Phone Number	The phone number of the contact for the selected chain and contact type.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	ChainContact.BusPhoneAreaCd + ChainContact.BusPhoneNr		
Fax Number	The fax number of the contact for the selected chain and contact type.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	ChainContact.BusFaxAreaCd + ChainContact BusFaxNr		

Control	Description			
Email Address	The email address of the contact for the selected chain and contact type. The address must contain [ @ ] and [ . ].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <u>xxxx@xxx.xxx</u> , "@" and "." must be present		
	Display Only	No	Calculated	No
	DB Column	ChainContact.EmailAddress		
Address Type	Address Type is used to select the type of address being entered for the contact of the selected chain and contact type. Types include Physical and Mailing.			
	Type	List Box		
	Required	No		
	DB Column	ChainContact.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		

### Business Rules

1. Tab order for address goes from Address Line 1 to the ZIP code field. This tab order allows the user to use the automatic zip code database that is incorporated in the data system.
2. Either Street Address Line 1 or P.O. Box must be present for a valid address.
3. Must show pop-up window when the zip code entered contains more than one city or county. Refer to the Choose City/County/State Pop-Up Windows section.
4. Always default to the physical address, if one exists. If no physical address exists, default to the mailing address.
5. If the address type for a selected address changes and there is a corresponding contact for the address type in the contacts grid, display error. For example, if an address type is changed from being a Mailing address to a Physical address, and there is a contact for the Mailing address in the contacts grid, display error.
6. For all chain correspondence that includes a contact name, if the contact has an Address Type selected, that address type is used on the letter. If the address type is blank, use the mailing address of the chain. If the mailing address does not exist for the chain, use the physical address.
7. If an address type is selected that does not have a corresponding address in the address area, display error. For example, if Mailing is selected, but no Mailing address is present, display error.

**Business Rules**

8. If a vendor uses the chain's address as its own, and the chain's address changes, the vendor's address is updated.
9. Street Address Line 2 cannot contain data if Street Address Line 1 is blank. Display error.

**Developer Notes**

1. Each address type entered is placed into the address collection for the chain. When the Address Types of File list is displayed, place a check in each address type where appropriate.
2. There are no historical records for the addresses. When an edit is done on an existing address the data is replaced within the database records.

**1.2.3 Vendor List**

The vendor list screen shows a list of all vendors that have an association with the selected chain. The data grid is read-only and shows the vendor ID, name, street address, city, local agency name, and vendor status.

> *Vendor Associations* > *Chains* > *Vendor List*

<Vendor Header (See VM overview)>

Chains

Current Vendors					
Vendor ID	Vendor Name	Address	City	Local Agency ID	Status
<u>01-228</u>	Smith's Groceries	42 Main Street	Eagle	19	Active
<u>06-809</u>	Smith's Grocery and Pharmacy	101 West Avenue	Eagle	19	Active
<u>08-001</u>	Smith's Market	2359 Colorado Drive	Avon	19	Active

Control	Description	
Chains	A list box containing all Chains.	
	<b>Type</b>	List Box
	<b>Required</b>	Yes
	<b>DB Column</b>	Chain Name
	<b>Code ID</b>	Chain table lookup

Control	Description			
Current Vendors	Data grid that displays all vendors associated with the chain.			
	Type	Read-Only Data Grid		
	Display Only	Yes	Calculated	No
	DB Column	NA		
Vendor ID	The vendor’s unique identifier. By clicking on the hyperlink the vendor is displayed within vendor management.			
	Format	Link	Calculated	No
	DB Column	Vendor.FFVendorID		
Vendor Name	The vendor’s name.			
	Format	Text	Calculated	No
	DB Column	Vendor.StoreName		
Address	The street address where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	VendorAddress.StreetAddrLine1		
City	The city where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	VendorAddress.City		
Local Agency ID	The local agency that services the county that the vendor is located in.			
	Format	Text	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Status	The vendor’s current status.			
	Format	Text	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		

#### Business Rules

1. The local agency field is populated with the Local Agency that services the county that the vendor is located in.
2. The data grid is populated with all vendors that are linked to the designated chain.
3. Address data displayed is the physical address data.

#### Developer Notes

1. To display the Local Agency ID, look at the Local Agency ID that is stored in the Vendor.LA\_ID, and then find the corresponding Local Agency ID on the LocalAgency table.

## 1.3 Wholesalers



The Wholesaler screens allow users to create, to maintain or to deactivate wholesaler suppliers to WIC approved vendors. They include Wholesaler Information, Addresses, Contacts and Vendor List.

### 1.3.1 Wholesaler Information

The Wholesaler Information screen is used to maintain basic information about the wholesalers, such as the Name, wholesaler type, and phone numbers.

> *Vendor Associations* > *Wholesalers* > *Wholesaler Information*

<Vendor Header (See VM overview)>

☒ Show All **Wholesalers** John's Wholesalers < 1 of 99 >  New  Edit

Name John's Wholesalers Deactivate ☐

Grocery ☒ Pharmacy ☒ Formula ☒

Business Phone Number (717) 691-5500 Ext 125

Alternate Business Phone Number (717) 691-5510 Ext 125

Business Fax Number (717) 691-5510

Email Address gsmith@store.com

Tax ID 5478002353

Business License Number 003987501

Business State Colorado

Control	Description			
Show All	Check to expand the Wholesaler selection to all wholesalers (active and inactive) in the state			
	Type	Check Box		
	Display Only	No	Calculated	No
Wholesalers	This is the record selector for the wholesaler records. The list is determined by all active wholesalers that are associated with any local agency that the current user has access to. The drop-down and spin control allow selection of other wholesaler records.			
	Type	Record Selector		
	Contents	Wholesaler Names		
	Code ID	Wholesaler table lookup		
New	Clicking the New command button creates a new wholesaler record.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit button enables all fields within the wholesaler screen for update.			
	Type	Command Button		
	Hot Key	Alt + T		
Deactivate	A checkbox used to indicate that the wholesaler is deactivated.			
	Type	Checkbox		
	DB Column	Wholesaler.Status		
Name	The name of the organization or person that is a wholesale supplier for WIC approved vendors. It must be unique.			
	Type	Text Box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.Name		
Grocery	A check box indicating if the wholesaler is a grocery wholesaler.			
	Type	Check Box		
	Required	Yes, must be checked if Pharmacy and/or Formula are not checked.		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.GroceryIn		



Control	Description			
Pharmacy	A check box indicating if the wholesaler is a pharmacy wholesaler.			
	Type	Check Box		
	Required	Yes, must be checked if Grocery and/or Formula are not checked.		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.PharmacyIn		
Formula	A check box indicating if the wholesaler is a formula wholesaler.			
	Type	Check Box		
	Required	Yes, must be checked if Grocery and/or Pharmacy are not checked.		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.FormulaIn		
Business Phone Number	The wholesaler's 10-digit business telephone number, including area code.			
	Type	Text Box		
	Required	Yes		
	Length	10		
	Validation	Numeric ands Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.BusinessAreaCode Wholesaler.BusPhoneNr		
Ext	The wholesaler's contact's telephone extension.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.BusPhoneExt		

Control	Description			
Alternate Business Phone Number	The wholesaler's 10-digit alternate business telephone number, including area code.			
	Type	Text Box		
	Required	Yes		
	Length	10		
	Validation	Numeric ands Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.AltBusinessAreaCode Wholesaler.AltBusPhoneNr		
Alternate Business Phone Number - Ext	The wholesaler's contact's alternate business phone number telephone extension.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.AltBusPhoneNrExt		
Business Fax Number	The wholesaler's 10-digit business fax number, including area code.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.BusFaxAreaCd Wholesaler.BusFaxNr		

Control	Description			
Email Address	The wholesaler contact’s email address. The address must contain [ @ ] and [ . ].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <u>xxxx@xxx.xxx</u> , “@” and “.” must be present		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.EmailAddress		
Tax ID	Contains the Federal Tax ID of a wholesaler.			
	Type	Text Box		
	Required	No		
	Length	15		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.TaxID		
Business License Number	Contains the Business License Number of a wholesaler.			
	Type	Text Box		
	Required	No		
	Length	15		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Wholesaler.LicenseNr		
Business State	The State field identifies the state where a wholesaler is licensed. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	No		
	DB Column	Wholesaler.StateAbbreviation		
	Code ID	State table lookup		

Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the wholesaler information record are displayed.		
	<b>Type</b>	Text Box	
	<b>Required</b>	No	
	<b>Length</b>	NA	
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'	
	<b>Display Only</b>	Yes	<b>Calculated</b> No
	<b>DB Column</b>	Wholesaler.ModifyStfpID + Wholesaler.ModifyDt	

**Business Rules**

1. Wholesaler names must be unique. Display error if duplicate name entered.
2. A wholesaler cannot be deactivated if there is a corresponding Vendor attached.

**Developer Notes**

1. At least one of the choices of Grocery, Pharmacy or Formula must be checked.
2. If the Wholesaler.Status = 0, display a check in the Deactivate checkbox.

**1.3.2 Address/Contacts**

The Address/Contacts screen is used to create or maintain the wholesaler address and contact information.

> *Vendor Associations* > *Wholesalers* > *Address/Contacts*

<Vendor Header (See VM overview)>

**Wholesalers** John's Wholesalers ▼

Address Type Physical ▼

Address Line 1 14 Maple Street

Address Line 2

Location 2<sup>nd</sup> Floor of Bank

Suite 105 P. O. Box

City Boulder

State Colorado ▼

Zip Code 80304 (+4) 1234

County Boulder County ▼

Add Row

Remove Row

Address Types on File

- ☒ Physical
- ☐ Mailing

Contact Information								
	First Name	Last Name	Contact Type	Contact Title	Phone Number	Fax Number	Email Address	Address Type
>	Thomas	Smith	Primary ▼		(717) 691-8548	(717) 691-8234	tsmith@store.com	Physical ▼
	John	Jones	Primary		(717) 283-2893	(717) 691-8234	jjones@store.com	Mailing

Control	Description			
Wholesalers	A list box containing all Wholesalers.			
	Type	List Box		
	Required	Yes		
	DB Column	Wholesaler Name		
	Code ID	Wholesaler table lookup		
Address Type	Address Type is used to select the type of address for the selected wholesaler that the user wants to view, edit or add. Types include Physical and Mailing.			
	Type	List Box		
	Required	Yes		
	DB Column	WholesalerAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Types on File	Address Types on File is used to indicate the types of addresses on file for the displayed wholesaler. The address type displayed is determined by the Address Types on File that is selected. The Physical Address Type is the default address that is displayed. Types include Physical and Mailing.			
	Type	List Box		
	Required	Yes		
	DB Column	WholesalerAddress.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		
Address Line 1	The first line of the wholesaler address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.			
	Type	Text Box		
	Required	Yes – If no data in PO Box		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress StreetAddrLine1		

Control	Description			
Address Line 2	The second, optional line of a wholesaler address. It cannot contain data if Address Line 1 is blank.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress StreetAddrLine2		
Location	Location is where additional information regarding the location of the wholesaler, such as cross streets, can be stored.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	None		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.Location		
Suite	The suite number of a wholesaler address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.Suite		
P.O. Box	The Post Office Box number of a wholesaler address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address. This field is disabled if the Address Type = "Physical."			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.POBox		

Control	Description			
City	The City component of the wholesaler address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.City		
State	The State field identifies the state of the wholesaler address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code.			
	Type	List Box		
	Required	Yes		
	DB Column	WholesalerAddress.State		
	Code ID	State table lookup		
Zip Code	The 5-digit ZIP Code of the wholesaler address. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.ZipCode		



Control	Description			
( +4)	The optional, 4-digit ZIP Code extension of a wholesaler address.			
	Type	Text Box		
	Required	No		
	Length	4		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	WholesalerAddress.ZipPlus4		
County	The county where the wholesaler is located. When a ZIP Code is entered, and no value exists in the City, State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the choices are displayed in a pop-up window where the user must select the correct value.			
	Type	List Box		
	Required	Yes		
	DB Column	WholesalerAddress.CountyNm		
	Code ID	County table lookup		
Add Row	Clicking the Add Row button creates a new row in the contacts data grid allowing the user to a complete the information about the wholesaler contact.			
	Type	Command Button		
	Hot Key	Alt + A		
Remove Row	Clicking the Remove Row command button removes the selected row from the data grid and marks the currently selected row (arrow pointer) as deleted in the database.			
	Type	Command Button		
	Hot Key	Alt + R		

Control	Description			
Contact Information	Data grid that contains the contact information for the selected Wholesaler.			
	Type	Data Grid		
	Display Only	No	Calculated	No
	DB Column	NA		
First Name	The first name of the contact for the selected wholesaler.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.FirstName		
Last Name	The last name of the contact for the selected wholesaler.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.LastName		
Contact Type	Contact Type is used to select the type of contact being entered for the wholesaler. Types include: Primary, and others as designated.			
	Type	List Box		
	Required	No		
	DB Column	WholesalerContact.ContactTypeCd		
	Code ID	Contact Type This code element is editable but these installed values are non-editable: Primary		

Control	Description			
Contact Title	The title given to the contact person for the selected wholesaler and contact type.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.ContactTitle		
Phone Number	The phone number of the contact for the selected wholesaler and contact type.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.BusPhoneAreaCd + WholesalerContact.BusPhoneNr		
Fax Number	The fax number of the contact for the selected chain and contact type.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.BusFaxAreaCdNr + WholesalerContact.BusFaxPhoneNr		

Control	Description			
Email Address	The email address of the contact for the selected wholesaler and contact type. The address must contain [ @ ] and [ . ].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of <u>xxxx@xxx.xxx</u> , "@" and "." must be present.		
	Display Only	No	Calculated	No
	DB Column	WholesalerContact.EmailAddress		
Address Type	Address Type is used to select the type of address being entered of the contact for the selected wholesaler and contact type. Types include Physical and Mailing.			
	Type	List Box		
	Required	No		
	DB Column	WholesalerContact.AddressTypeCd		
	Code ID	Address Type This code element is editable but these installed values are non-editable: Physical Mailing		

#### Business Rules

1. Tab order for address goes from Address Line 1 to the zip code field. This tab order allows the user to use the automatic ZIP code database that is incorporated in the data system.
2. Either Street Address Line 1 or P.O. Box must be present for a valid address.
3. Must show pop-up window when the zip code entered contains more than one city or county. Refer to the Choose City/County/State Pop-up Windows section.
4. Always default to the physical address, if one exists. If no physical address exists, default to the mailing address.
5. For all wholesaler correspondence that includes a contact name, if the contact has an Address Type selected, that address type is used on the letter. If the address type is blank, use the mailing address of the wholesaler. If the mailing address does not exist for the wholesaler, use the physical address.
6. Street Address Line 2 cannot contain data if Street Address Line 1 is blank. Display error.

#### Developer Notes

1. Each address type entered is placed into the address collection for the chain. When the Address Types of File list is displayed, place a check in each address type where

**Developer Notes**

appropriate.

2. There are no historical records for the addresses. When an edit is done on an existing address the data is replaced within the database records.

### 1.3.3 Vendor List

The vendor list screen shows two lists of all vendors associated with the selected wholesaler. The Current Vendor List shows a list of all vendors that have an association with the selected wholesaler. The Current Vendor List (Formula) shows a list of all vendors that have an association with the selected formula wholesaler. Both data grids are the same. They are read-only, showing the vendor ID, name, address, city, local agency and vendor status. Only one control table is defined below as it applies to both data grids.

> Vendor Associations > Wholesalers > Vendor List START

<Vendor Header (See VM overview)>

Wholesalers

John's Wholesalers

**Current Vendors**

Vendor ID	Vendor Name	Address	City	Local Agency ID	Status
<u>01-009</u>	Smith's Groceries	42 Main Street	Eagle	19	Active
<u>01-011</u>	Smith's Grocery and Pharmacy	101 West Avenue	Eagle	19	Active
<u>04-019</u>	Smith's Market	2359 Colorado Drive	Avon	19	Active

**Current Vendors (Formula)**

Vendor ID	Vendor Name	Address	City	Local Agency ID	Status
<u>01-015</u>	Best Formula Vendor Around	6 W Cedar Court	Eagle	19	Active
<u>01-016</u>	Third Best Formula Vendor Around	101 West Avenue	Eagle	19	Active
<u>04-021</u>	Bottom of the list	12 Main Street	Avon	19	Active

Control	Description			
Wholesalers	A list box containing all Wholesalers.			
	Type	List Box		
	Required	Yes		
	DB Column	Wholesaler Name		
	Code ID	Wholesaler table lookup		
Current Vendors	Data grid that displays all vendors associated with the wholesaler.			
	Type	Read-Only Data Grid		
	Display Only	Yes	Calculated	No
Vendor ID	The vendor’s unique identifier. By clicking on the hyperlink the vendor is displayed within vendor management.			
	Format	Link	Calculated	No
	DB Column	Vendor.FFVendorID		
Vendor Name	The vendor’s name.			
	Format	Text	Calculated	No
	DB Column	Vendor.StoreName		
Address	The street address where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	Vendor.AddressStreetAddrLine1		
City	The city where the vendor is located.			
	Format	Text	Calculated	No
	DB Column	VendorAddress.City		
Local Agency ID	The local agency that services the county that the vendor is located in.			
	Format	Text	Calculated	No
	DB Column	LocalAgency.FFLocalAgencyID		
Status	The vendor’s current status.			
	Format	Text	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		

#### Business Rules

1. The first grid is populated with all vendors that are linked to the designated wholesaler.
2. The second grid is populated with all vendors that are linked to the designated formula wholesaler.
3. The local agency field is populated with the Local Agency that services the county that

**Business Rules**

- the vendor is located in.
4. Address data displayed is the physical address data.

**Developer Notes**

1. To display the Local Agency ID, look at the Local Agency ID that is stored in the Vendor.LA\_ID, and then find the corresponding Local Agency ID on the LocalAgency table.